

6

In this unit you will learn

- the remaining three letters, and three special spellings, with their pronunciation,
- the full alphabet in its proper order,
- how Arabic transcribes foreign words.

Letters

1

ف	ف	fā
ق	ق	qāf

The joined letter ف fā represents *f* as in English *fee*. The joined letter ق qāf, which we can transcribe as *q*, is pronounced like *k* in English, but as far back in the throat as possible. Say *caa* several times, taking the contact back as far as you can. The result is *q*. The letter ق does *not* represent an English *q* in sound.

The short and full forms are used in the manner known to you. The full form of fā is shallow like the ب group, while the full form of qāf is deep with a swoop, like ن. Both fā and qāf are dotted above the ring, in both short and full forms. Write several:

ف ف ف ف ق ق ق ق
ف ف ف ف ق ق ق ق

In Tunisia, Algeria and Morocco you may find ف ف for fā and ق ق for qāf; in Morocco you can see signs indicating the city of فاس fās Fes. In this book we use the much commoner forms of the letters, shown in the box.

Since ق has a dark sound, any neighbouring *a* or *ā* is darkened. The dark vowels are dotted in the examples given below. Read and write:

فتيش قتيش taftish inspection فني فني fanni technical
سفارة سفارة sifara embassy سفير سفير safir ambassador

handwriting

print

کا کا کا

کا کا

کا کا کا کا کا

کا کا کا کا کا

کا کا کا کا کا

کا کا

Now read and write:

کاتب کا تب kātib writer امکانیہ imkāniya possibility

کُل کُل kull every, all مشکلة mushkila problem

کلام کلام kalām speech, speaking تکلیف taklif cost

Exercise 1 Write these new words:

- (a) akthar more (b) shakl form (c) kammiya quantity
(d) miftah key (e) iqtirah proposal

Exercise 2 Given the word مکتوب maktūb written as a model, you can easily read words with the same pattern such as مربوط marbūṭ connected, معلوم maʿlūm known, منشور manghūr published. Now read these new words, following the model given:

- (a) کاتب kātib writer. Read عامل worker, سائق driver, ساکن resident
(b) کبیر kabīr big. Read کثیر much, صغیر small, فقیر poor, قریب near, قلیل little, few
(c) استقبال istiqbāl reception. Read استکشاف exploration, استثمار investment, استعمال use, استنکار rejection, استقلال independence
(d) تفتیش taftish inspection. Read تقسیم partition, تحسین repair, تعلیم tuition
(e) مکتب maktab office. Read مطبخ kitchen, متحف museum, مشغل workshop, مصنع factory, ملعب playground, playing-field
(f) ممثل mumaththil representative. Read مفتش inspector, مقرر reporter, ملحق instructor, محرك engine

The answers to these exercises follow paragraph 6 below.

3

ٲ ٲ tanwīn

Now that you have learned the alphabet, here are three curiosities for you. The first two, shown in the box above, are called *tanwīn**, which we can translate as 'en-ing' or 'providing with a'. Here they are in action:

فوراً *fouran immediately* عادةً *ʿādatan usually*

The one with alif, ٲ, is always pronounced -an (short a, despite the alif), while the one with tā marbūʿa, ٲ, is pronounced -atan. The dots of ٲ are always written in handwriting for this form. When *tanwīn* is added to the ending -ī the combination becomes ٲ... ٲ... -īyan/-īyatan. We write *tanwīn* only at the end of a word, and it is useful because it marks countless *adverbs*, i.e. words describing verbs or adjectives. In some print, and, alas, in much handwriting, the ... mark is omitted, leaving us with ٲ... and ٲ... which is not very helpful. In this book the ... is always shown, and you are advised always to write it. The a sound is *not* written with ٲ in this special form.

* There are in fact three *tanwīns*, one for each of the vowels a, i and u; but you will hardly ever see the last two, and they need not concern us. The full name of the useful one shown here is *alif tanwīn*. We can call it simply *tanwīn*.

Read and write:

رسمياً *rasmīyan officially* كثيراً *kathīran greatly*
 قليلاً *qallīlan a little* مثلاً *mathalān for example*
 خاصةً *khāssatan specially*

4

ى <i>alif maqṣūra</i>

This one is our third curiosity. In some words you will see a final yā, without the dots, which is not pronounced -ī at all, but which sounds -a,

just like final **alif**. This form is called **alif maqṣūra**. It occurs in only a few words. Pronounce it -a. This 'curiosity' can be confusing.

The situation is not helped by the fact that **ي** proper (the one that is pronounced -i), when standing alone, is often printed and handwritten without its dots: you will, for example, see مصري for مصري *miṣri*.

Two things are worth noting, and they offer some help:

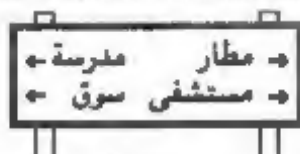
- when you see **ي** it is much more likely to be **yā** (sounded -i) which is much more common than **alif maqṣūra** (sounded -a).
- **alif maqṣūra** occurs only at the end of a word, nowhere else.

Throughout this book we write **ي** for isolated **yā** and **ي** only for **alif maqṣūra**. You are recommended to do the same, to make your handwriting clear.

Read and write:

..... إلى إلى *ila to* على على *ʿala on*
 مستشفى مستشفى *mustashfa hospital*

Exercise 3 Which way, right or left, to (a) school, (b) hospital, (c) airport, (d) market? Read the words aloud:



The answers to this exercise follow paragraph 6 below.

Alphabet

5 Here is the whole alphabet, in its Arabic order. Read from the middle outwards, as you always should when you have parallel Arabic and English columns:

← →
 | alif
 ب ت ث bā tā thā
 ج ح خ jīm hā khā

ذ	dāl dhāl
ز	rā zayy
س	sīn ghīn
ص	pād dād
ظ	ṭā ṣā
ع	ṭayn ghayn
ق	fā qāf kāf
ل	lām mīm nūn
و	hā wow yā

Special letters, and signs not found in the alphabet, are usually listed as follows:

آ, أ and إ	with ا
ة	with ه
ؤ	with ا or و
ئ	with ا or ي
ى	with ي
...	is disregarded

Using this order, you can look up a proper name or a department etc. in a list or directory such as a telephone book or street index; also in the vocabulary in this book. You can also use a dictionary, provided you use one of the newer ones which list alphabetically by *words*; examples are Steingass' Arabic-English Dictionary published by Khayat in Beirut, or a later edition of 'Al-Mawrid', Arabic-English, published by Dar al-Ilm al-Malayin, also of Beirut.

If you understand German, you can use Langenscheidt's Arabic-German/German-Arabic dictionary, either the pocket or the desk edition. This is also arranged alphabetically by words, with transcription.

Avoid older Arabic-English dictionaries: they may be good, but they list by *roots*, and you have to know Arabic grammar well to find your word.

The vocabularies in this book are arranged alphabetically by words.

Exercise 4 Put these customer files in their right alphabetical order.



Match the transcriptions to the names: *mūsā*, *bilāl*, *ḥasanayn*, *shamsī*, *sulaymān*, *khūrī*.

Now imagine opening three fresh files in the names of (g) *zaydān*, (h) *abūbakr* and (j) *mūrī*. Write these names and put them in alphabetical order with the others.

The answers to this exercise follow paragraph 6 below.

Arabic Transcription

6 There is no standard Arabic transcription for foreign words. But the following principles seem generally to be followed.

Little distinction is made between foreign long and short vowels: *ā* is used for long and short *a*, *u* for long and short *u* and *o*, and *ī* for long and short *e* and *i*.

v is usually transcribed either with *ف* or the artificial letter *ڤ*; *p* either with *ب* or the Persian/Urdu letter *پ*; *g* with *ك* or *ج*, and *ch* with the Persian/Urdu letter *چ*:

ڤينا / فيينا *viyēnā* Vienna

پاریس *pāris* Paris

جنيف *jinēv* (Fr. *Genève*) Geneva روما *rōma* Rome

تليفون / تیلیفون *tilifōn/tilifōn* telephone کامپیوتر *kampyūtir* computer

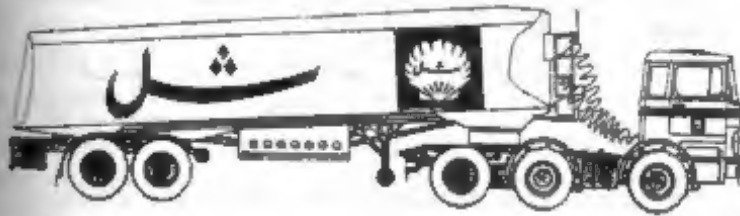
أوتوبس *otobis* (Fr. *autobus*) bus أوتيل *otel* (Fr. *hôtel*) hotel

As you know, in Egypt *ج* is pronounced like hard English *g* (see Unit 5), so you often see *ج* for *j* in foreign names in Egypt: *چاکارتا* Jakarta.

Initial *s* followed by a consonant other than *w* is transcribed as *اسـ*:

اسكتلندا *iskotlanda* Scotland, but: سويسرا *swisra* Switzerland.

When reading a commercial sign, remember that it is possibly not Arabic at all. Try reading it aloud, especially if it has no recognisable Arabic shape. I used to enjoy watching people puzzle over a shop sign in the Arabian Gulf which read **فيش أند چيپس**; it sometimes took them a minute to realise that they could go inside and order the local equivalent of cod-and-fries, and even wash it down with a cool **سيشن آب**, فانتا, or **بھسي کولا**.



Answers to Exercises

Exercise 1 (a) أكثر (b) شكل (c) كمية (d) مفتاح (e) اقتراح

Exercise 2 (a) 9āmil, sā'iq, sākin

(b) kaḥīr, ṣaghīr, faqīr, qarīb, qalīl

(c) istikṣāf, istithmār, isti9māl, letinkār, istiqlāl

(d) taqīm, taḥsīn, ta9līm

(e) maṭbakh, mathaf, mashghal, maṣna9, ma9ab

(f) mufattiṣh, muqarrir, mudarris, muḥarrik

Exercise 3 (a) مدرسة madrasa, left; (b) مستشفى mustashfa, right;

(c) مطار maṭār, right; (d) سوق suq, left.

Exercise 4 (f) bilāl (b) ḥasanayn (d) khūrī (e) sulaymān (c) shamsī

(a) mūsā.

(g) زيدان goes before (e), (h) أبریکر goes first, and (j) نوروي goes last.

Tests

1 Read aloud and translate:

مسؤول (c)	مطار (b)	صناعة (a)
أخبار (f)	إدارة (e)	وزارة (d)
أو (i)	شركة (h)	احتجاج (g)
مستشفى (n)	مثلاً (m)	سوق (k)

2 Rewrite the word, filling in the missing letter. Read your answer aloud.

...فور... (c)	م...تب (b)	م...لم (a)
	ا...ت...ائي (e)	ت...ميس (d)

3 You certainly know these international brand names. Read them aloud:

مويبل (c)	آي بي إم (b)	كوداك (a)
	بيجو* (e)	ميشلين (d)

*(e) difficult. Every single letter in this French name is at best an approximation.

Review

We have now completed the alphabet and the various signs commonly used in writing.

If you are in an Arab country while working through this book, you should already be able to make sense of some of the words shown on signs and notices around you.

In this unit you will learn

- how to make words *dual* (two of a kind) and *plural* (more than two of a kind),
- how to read and write figures.

Word Forms

1 Dual

You will occasionally see the ending *...-ayn* or *...-ān* added to a word. This is the so-called 'dual' ending, and it means 'two'. English uses a number for 'two'; Arabic uses an ending.

A final *ī* on the original word changes to *ā*, and a final *ī* (alif maṣūra, see Unit 6 paragraph 4) changes to *ī*, before the dual ending is added.

The relative ending *ī* together with the dual ending becomes *...ayn* or *...ān*. Read and write:

مديران	mudirān	مديرين	mudirayn
مكتبان	maktabān	مكتبين	maktabayn
وزارتان	wizāratān	وزارتين	wizāratayn
شركاتان	sharikatān	شركتين	sharikatayn
لبنانيان	lubnāniyān	لبنانيين	lubnāniyayn
مستشفيات	mustashfayayn	مستشفين	
مستشفيان	mustashfayān	مستشفيين	

two directors, two offices, two ministries, two companies, two Lebanese (m.), two hospitals

The two endings are not interchangeable. You will find the *...-ayn* ending (the first one shown) much more common, and you should use it in preference when in doubt. We will have some guidelines later.

The dual ending is always *stressed*: *-āyn/-ān*.

2 Plural endings

Remember that whereas for English 'plural' means 'more than one', for Arabic it means 'more than two'.

There are two endings we can add to words to make them plural (pl.)

The commonest plural ending you will meet is **ات**... This is known as the *feminine* plural ending.

This is added to almost all nouns ending in **ة**, whatever their meaning (the **ة** is dropped before the plural ending is added), and to many nouns denoting things, places or ideas, whatever their ending.

It is also added to the very few nouns ending in **ى**, which of course changes to **ي** before the plural ending is added. *Read and write:*

انتخابات *intikhabāt* انتخاب *intikhab*
 شركات *sharikāt* شركة *sharika*
 معلمات *muʿallimāt* معلمة *muʿallima*
 مستشفيات *mustashfayāt* مستشفى *mustashfa*

election(s), company/ies, teacher(s) (f), hospital(s)

The second commonest plural ending is **ين**...-in, with its rarer variant **ون**...-ūn.

This ending is added only to a few words denoting male persons. It is known as the *masculine* plural ending.

The relative ending **ي** together with this plural ending becomes **يين**...-iyyin (less commonly **يون**...-iyyūn). *Read and write:*

معلمين *muʿallimīn* معلم *muʿallim*
 ممثلين *mumaththilīn* ممثل *mumaththil*
 مفتشين *mufattishīn* مفتش *mufattish*
 إيطاليين *īṭāliyyīn* إيطالي *īṭāliyy*
teacher(s), representative(s), inspector(s), Italian(s) all masculine

as with the dual, so the two masculine plural endings are not interchangeable. The *in*-*în* series is much more common, and you should use it for preference when in doubt. We will have some patches later.

The masculine plural ending is always *stressed*: *-în/-ên*.

3 Irregular plurals

Very many words make their plurals not by adding an ending, but by changing their internal shape. We have this phenomenon with a few English words; consider the singular *man* with its plural *'men*, or *'mouse* and *'unice*. Irregular plural patterns are very common in Arabic. Many such patterns exist, and, unfortunately for us, we can give no rules. An irregular plural form has to be learned together with its singular.

A few important patterns are listed below, with a model word for each pattern.

It looks a formidable list. Don't try to learn it; simply take note that such patterns exist, and use the list for reference. The important thing is that when you meet an unfamiliar irregular plural, you check whether you know a singular noun with the same consonants in the same order. If you do, there is a good chance that you have broken the code and identified the meaning. Using a foreign language often involves astute detective work and intelligent guessing.

Read and write the examples

<i>irregular plural</i>	<i>singular</i>
1. model akhbâr	
أخبار akhbâr	خبر khabar } news
أنباء anbâ'	نبا' naba' } item
أسعار as'âr	سعر sa'ir price
أخطار akhtâr	خطر khatar danger
أشياء ashya'	شيء shay' thing
أفلام aflâm	فلم film film

(b) model buyūt

بيوت ييوت	bayūt	بيت بيت	bayt house
خطوط خطوط	khawṭ	خط خط	khawṭ line
بنوك بنوك	banāk	بنك بنك	bank bank
هنود هنود	hunūd	هندي هندي	hindī Indian

(c) model madāris:

مدارس مدارس	madāris	مدرسة مدرسة	madrasa school
مشاكل مشاكل	maḡākil	مشكلة مشكلة	muṣṭakka problem
مكاتب مكاتب	makātib	مكتب مكتب	maktab office
مخارج مخارج	makhārij	مخرج مخرج	makhraj exit
مداخل مداخل	madākhil	مدخل مدخل	madkhal entrance

(d) model asābīṭ:

أسابيع أسابيع	asābīṭ	أسبوع أسبوع	usbūʿ week
مفاتيح مفاتيح	maftāḥ	مفتاح مفتاح	maftāḥ key

(e) model mudarāʾ:

مدراء مدراء	mudarāʾ	مدير مدير	mudir director
وزراء وزراء	wuzarāʾ	وزير وزير	wazir minister

(f) model ʿarab:

عرب عرب	ʿarab	عربي عربي	ʿarabi Arab, Arabic Arabian
إنجليز إنجليز	ingiliz	إنجليزي إنجليزي	ingiliz English, British
يهود يهود	yahūd	يهودي يهودي	yahūdi Jew(ish),

and many other patterns.

some words have alternative plurals, one with an ending, one irregular, or even two irregular forms. Sometimes the alternatives have different meanings. An example is تقرير *taqrīr report, decision*, plurals تقارير *taqrīr reports*, تقارير *taqrīrāt decisions*.

Another important word with alternative plural forms is أميركي *amayrkī American*, plurals أميركيين/يون *amayrkīyin/-yūn* or أميرك *amayrkān*.

Three final things to note about plural and dual forms

- All the duals and plurals can be made definite with the article, as usual: المدرّاء، المعلمين، الشرّكات، المديرين
- When a noun has a regular plural, we add the masculine ending (...ين) to a noun denoting a male person, or to show mixed company, male and female; we add the feminine regular ending (...ات) to a noun denoting a female person, and to a noun denoting anything other than a person.
- The -ayn ending and the -in ending are both written ...ين. There can be confusion. There is a means of marking the difference, but you never see it in use. In general, read -in if in doubt.

In the rest of this book, irregular plurals of new words will be given with the singular, so: بيت *bayt* بيوت *bayāt*. Where no plural is marked, it is regular, i.e. is formed with an ending, as shown above.

Exercise 1 Here are some plurals. Give the singular form of the word:

(a) مدرّاء (b) سيّارات (c) تلفونات (d) مفتشّين (e) خطرط

Exercise 2 Put the words together in singular/plural pairs.

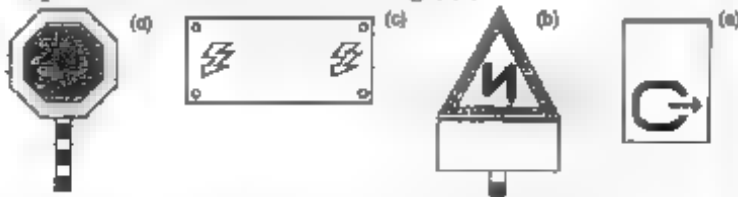
بنايات، مدير، مفتش، بناءة، وزراء، وزارات، شركات، بيوت
مدرّاء، مفتشّين، وزير، معلّمة، وزارة، شركة، معلّمات، بيت.

Exercise 3 Make the relative form, in the feminine:

(a) أميركا* (b) وطن (c) باكستان* (d) إسرائيل* (e) العراق

* New foreign words. Easy, if you say them aloud.

Exercise 4 (a), (b) and (c) below are signs and notices which we have read before. Can you fill in the missing captions? Having done that, read, pronounce and translate the new sign, (d):



Exercise 5 Look back at Unit 6, Exercise 2. Read these new words, following the model given.

(a) نواب *deputies* kutūb *writers*. Read زوَّار *visitors*, عمَّال *workmen*.

(b) مكتوب *written*. Read مطبوع *printed*, ممنوع *prohibited*. معروف *known*, مكتوم *confidential*.

(c) مدرسة *school*. Read مكتب *library/bookshop*, محكمة *law-court*.

(d) سياحة *tourism*. Read نجارة *carpentry*, سباكة *plumbing*, خياطة *sewing*.

The answers to these exercises follow paragraph 4 below

Figures

4 Figures are written as follows. Most important, they are written from left to right, like European figures. Write the handwritten forms shown below the printed forms.

→→→

1	١	١	١	2	٢	٢	٢
	١	١	١		٢	٢	٢
3	٣	٣	٣	4	٤	٤	٤
	٣١٢	٣١٢	٣١٢		٤	٤	٤
5	٥	٥	٥	6	٦	٦	٦
	٥	٥	٥		٦	٦	٦

7	٧	٧	٧	8	٨	٨	٨
	٧	٧	٧		٨	٨	٨
9	٩	٩	٩	0	٠	٠	٠
	٩	٩	٩		٠	٠	٠

Be careful with handwritten figures ٧ (7) and ٧ or ٧ (٧). Many people write ٧ for extra clarity. It is not wrong to copy the printed forms in handwriting if you prefer, though some Arabs may read your ٧ as a handwritten ٧.

Don't confuse ٥ (5) with ٠ (0).

When figures occur with letters or symbols, they should be read like this: ٥٩٨ as 598 B; ٧٦ as 64%. Reading in both directions needs a little practice.

In Morocco, Algeria, Tunisia and Libya the European figures are used.

There is more about numbers, including how they are pronounced, in Unit 13.

Exercise 6 Write in Arabic figures

- (a) 2487 (b) 503 (c) 1999 (d) 1420 (e) 2006

Exercise 7 Write in European figures

- (a) ٤٠٥ (b) ١٠٠٠ (c) ٧٠٥٧ (d) ١٦٧ (e) ٤٧٨٥

Exercise 8 Copy in Arabic figures and letters these car number-plates in handwriting. Then put them into European figures and letters.



(a)



(b)



(c)

The answers to these exercises are on the next page.

Answers to Exercises

Exercise 1 (a) مدير (b) سيارة (c) تلفون (d) مفتش (e) خط

Exercise 2

بنية، بنات: مدير، مدراء؛ مفتش، مفتشين؛ وزير، وزراء؛
وزارة، وزارات؛ شركة، شركات؛ بيت، بيوت؛ معلمة، معلمات.

Exercise 3 (a) إسرائيلية (b) أميركية (c) وطنية (d) باكستانية

(e) عراقية

Exercise 4 (a) مخرج (b) تمهل (c) خطر (d) qāf STOP

Exercise 5 (a) zuwwār, 9ummāl, nuwwāh

(b) mamnū9, maṭbū9, ma9rūf, maktām

(c) maktaba, mahkama

(d) nijāra, sibāka, khayāṭa

Exercise 6 (a) ٢٤٨٧ (b) ٥٠٣ (c) ١٩٩٩ (d) ١٤٢٠

(e) ٢٠٠٦

Exercise 7 (a) 4385 (b) 162 (c) 2057 (d) 1000 (e) 405

Exercise 8 (a) ٤٨٩٤٤ 48923 S (b) ٤٨٢٧٦-٤٤ 48376 45

(c) ٧٩-٢٤٢٧ 79 6327

Tests

1 Read aloud and translate

(a) العراق	(b) القاهرة	(c) شركة
(d) ممكن	(e) زيارة	(f) إداري
(g) ممثلين	(h) السوريين	(j) محكمة
(k) أجنبي	(m) مدارس	(n) الانتخابات

2 Arrange these regular plurals into groups, each group with its model (which is included to help you). Don't worry about the words you don't know - it is the pattern which counts

مشاكل، أسابيع، خطوط، ظروف، مطاعم، أرقام، عواصم،
أموال، وزراء، بيوت، مبالغ، مدراء، أحبار، محاكم، أساليب،
وكلاء، أفكار، مدارس، بنوك.

- 3 Make the masculine plural relative, in the indefinite form (e.g. لِبَنَاتَيْنِ), from each word:

(c) مصر

(b) إيران

(a) سوريا

(e) الكويت*

(d) العراق

* (e) unfair - we haven't done this proper name. But it is familiar and you can handle it. Just follow the rules

- 4 Make these words plural. They all follow the feminine regular pattern:

(c) مستشفى

(b) السفارة

(a) النهاية

(f) معلية

(e) أوتيل

(d) كمبيوتر

(j) شركة

(h) منظمة

(g) المطار

(n) انتخاب

(m) الزيارة

(k) إمكانية

Review

We have learned the dual and the plural regular and irregular. Don't be discouraged by the variety of irregular plurals; Arabs often have similar difficulty. The commonest patterns become more familiar with practice.

Next we learn some of the word-patterns which characterise Arabic and which help us to find our way around a language whose words are very different from our own.

8

In this unit you will learn

- three important forms derived from verbs.
- something about other writing styles.

Verbal Forms

1 Participles

Think of English words like 'writer', 'writing', 'written'. The first one names a person *doing an action*, the second describes such a person. The third describes a thing *suffering an action*.

All three are derived from a verb (in this case *to write*), but they are not verbs themselves. They are either *nouns* or *adjectives* (look back to Unit 4, paragraph 4 if you are unsure of these terms).

Arabic has such words too, and they are numerous and useful. We call them **participles**. The ones referring to a *person or thing doing an action* (*writer, writing* in English) are called **active participles**. The ones referring to a *person or thing suffering an action* (*written* in English) are called **passive participles**.

Both active and passive varieties can be used either as nouns or as adjectives, as long as the words make sense.

Arabic participles have recognisable patterns, fortunately not too many to learn. Here are the main ones, grouped according to a model, with examples, which you will find useful. Obviously a verb has both active and passive participles only where both would make sense or be useful. For most verbs, only one of the two is in common use. The columns shown below (active on the left, passive on the right) reflect this fact.

Approach this list in the same way as you did the irregular plural patterns listed in Unit 7. What is familiar will stick in your memory straight away, giving you the pattern. Practice, and inquisitiveness, will help you to apply the pattern more widely.

Read and write (there is, alas, no room to show the handwriting here):

Active Participle ('doing')	Passive Participle ('suffering')
a) model kātib (active) maktūb (passive):	
كاتب kātib kuttāb writer, clerk	مكتوب maktūb written
سائق sā'iq driver	
عامل ʿāmil ʿumumī workman	
لازم lāzim necessary	
حاضر hāḍir present, ready	
	مفتوح maftūḥ open(ed)
	منوع manʿūʿ prohibited
	مشغول mashghūl busy ('busied')
	معلومات maʿlūmāt (things known) information
	محفوظ mahfūz reserved
b) model mumaththil (active) mumaththal (passive)	
مثيل mumaththil representative	مثال mumaththal represented
مفتش mufattiḥ inspector	
معلم muʿallim teacher	
مدرس mudarris instructor	
مقرر muqarrir reporter	مقرر muqarrar decided
c) model musāʿid (active: no common passives):	
مساعد musāʿid assistant	
مسافر musāfir traveller	
محامي muhāmmī lawyer	
محاسب muhāsib accountant	
مناسب munāsib appropriate	
d) model mursil (active), mursal (passive):	
مرسل mursil sender	مرسل mursal sent
مُعطي muʿṭī donor	
مفيد muʿfid useful	
مهم muhimm important	

(e) model *muntakhab* (active): *muntakhab* (passive):

منتخب <i>muntakhab</i> elector	منتخب <i>muntakhab</i> elected
مشترك <i>mushtarak</i> participant	مشترك <i>mushtarak</i> joint
متحد <i>muttahi</i> united	common
منتظر <i>muttazir</i> waiting for	منتظر <i>muttazir</i> awaited

(f) model *mustakhdim* (active): *mustakhdam* (passive):

مستخدم <i>mustakhdim</i> employer	مستخدم <i>mustakhdam</i> employed
مستقبل <i>mustaqbil</i> (radio, TV) receiver	مستقبل <i>mustaqbal</i> future
مستعد لـ <i>musta'add li-</i> ready for	

You can see that

- a few active participles of model (a) have an irregular plural, in the masculine form, almost all other participles (passive of model (a), and active and passive of models (b) to (f)) having regular plurals.
- in models (b) to (f), the only difference in form between the active and passive forms is in the last vowel: -i- for the active, -a- for the passive. Unfortunately, everyday Arabic writing does not show this important difference. There is a way of marking it, but this is seldom used outside school textbooks. We have to be guided by the context.

The participle can be made feminine and/or plural, as usual.

معلمة *mu'allima* teacher (f.) سائقين *sā'iqīn* drivers

Exercise 1 Read aloud the participles listed after each model:

(a) model كاتب وارد *arriving*, طالب *student*, كامل *complete*, عارف *knowing*

(c) model مساعد: محافظ *conservative*, مقابل *facing*

(f) model مستخدم مستعمل *user*, مستأجر *tenant*, مستثمر *investor*

What is the last vowel in all these participles? How do you know?

Exercise 2 Read aloud these passive participles

مكسور *broken*, مستنكر *rejected*, مسلح *armed*, مقترح *proposed*

The answers to these exercises follow paragraph 4 below

Verbal Nouns

2 Think of the English word 'inspection'. It comes from a verb ('to inspect') but is itself a noun. It denotes the *activity* of the verb. Arabic has countless nouns of this kind; we call them *verbal nouns*. We know the verbal noun *inspection* in Arabic, from Unit 6: it is تفتيش *taftish*.

Verbal nouns are important in Arabic. We meet them constantly in sources etc. The ones corresponding to the group (a) participles (model كاتب *kātib*) are irregular in form, but groups (b) to (f), corresponding to the participle groups (b) to (f), are regular, following known models in the same way as do the participles.

The following list is *not* intended for learning outright. Treat it mainly as reference material; some of it is familiar already. *Read and write*:

1. irregular (several patterns are found: the words are best learned simply as nouns)

كتابة	كتابة	kitāba (the act of) writing
وصول	وصول	wuṣūl arrival
عمل أعمال	عمل أعمال	ʿamal aʿmāl work

2. model *taftish*:

تفتيش	تفتيش	taftish inspection
تعليم	تعليم	taʿlīm tuition, education
تنظيم	تنظيم	tanẓīm (act of) organisation
تقرير	تقرير	taqrīr report, decision

model *musāʿada*:

مساعدة	مساعدة	musāʿada help
محاسبات	محاسبات	muhāsabāt (pl.) accounts
مغادرة	مغادرة	mughāḍara departure

(d) model *irṣāl*:

إرسال إرسال *irṣāl despatch*
 إدارة إدارة *idāra administration*
 إضراب إضراب *iḍrāb strike*

(e) model *intikhab*:

انتخاب انتخاب *intikhab election*
 اشتراك اشتراك *ishtirāk participation*
 انتظار انتظار *intiqār wait(ing)*

(f) model *istikhdam*:

استخدام استخدام *istikhdam employment, recruitment*
 استقبال استقبال *istiqbāl reception*

These nouns can of course form *relatives* (Unit 4) by adding *سي*.
Read and write.

تعليمي تعليمي *taʿlīmī educational, tutorial*
 الاشتراكيين الاشتراكيين *al-ishtirākiyīn the socialists*

Abstract Nouns

3 You will also find *abstract nouns* (i.e. nouns denoting a quality or state) ending in *ية*...-iyya. These are in fact feminine relatives, but used only as nouns. *Read and write*, and remember if you can, such useful abstracts as:

الاشتراكية الاشتراكية *al-ishtirākīya socialism*
 الديمقراطية الديمقراطية *ad-dimuqrāṭīya democracy*

Other Written Styles

4 Just as in our alphabet, so in the Arabic alphabet there are various styles or typefaces in use. Here are all the letter families, first in the style

used in this book; then in a newspaper style; then in typewriting; then in two decorative styles used on buildings and monuments:

أحبب جمع دروس مص ط عمع ع فف ق كك لل مم نن ههه و وي ي
 أحبب جمع دروس مص ط عمع ع فف ق كك لل مم نن ههه و وي ي
 أحبب جمع دروس مص ط عمع ع فف ق كك لل مم نن ههه و وي ي
 أحبب جمع دروس مص ط عمع ع فف ق كك لل مم نن ههه و وي ي
 أحبب جمع دروس مص ط عمع ع فف ق كك لل مم نن ههه و وي ي

Many Arabs use a handwriting style with abbreviated shapes for certain sized letters standing at the end of a word or alone. Reading this kind of handwriting is much easier if we know these shapes. Here are the important ones

ش سه ض هه ق و ن ر

Exercise 3 Read aloud these verbal nouns

تجدید renewal, استقلال independence, تدریس instruction,
 اجتماع meeting, إصلاح reform, تمويل financing, مناسبة occasion,
 أنفاز transfer

The answers to this exercise are immediately below

Answers to Exercises

Exercise 1 (a) wārid, jālib, kāmīl, ʿārif

• muḥāfiẓ, muqābil

• mustaʿmil, mustaʿjir, mustahmir

The last vowel is i, since from their meaning the participles are active

Exercise 2 maksūr, mustankar, musallaḥ, muqtarah

Exercise 3 tajdīd, istiqlāl, tadrīs, ijtimāʿ, iṣlāḥ, tamwīl, munāsaba, mubqāl

Tests

- 1 These are words which we have not studied. Pronounce each one and identify it either as a masculine active participle or a verbal noun. Don't worry about the meaning, it is the form that counts:

مراسل (c)	راكب (b)	تقديم (a)
شامل (f)	مستعلم (e)	إنذار (d)
مدرس (i)	سامع (h)	افتتاح (g)
		استثمار (k)

- 2 Write:

(a) mundaiba	(b) intikhābi	(c) muqarririn
(d) ʔummal	(e) tanzim	

- 3 Here are five active participles. Give the corresponding verbal nouns. Read aloud and translate the participles and verbal nouns:

مرسل (c)	مشارك (b)	مفتش (a)
	مستقبل (e)	مساعد (d)

- 4 Read aloud:

مدرسة للبنات (b)	الاستقبال (a)
أيراس (d)	مصر والعراق (c)
	القاهرة (e)

Review

Participles and verbal nouns are forms which you will see in abundance on signs and the like. Being able to identify such words will help you to pronounce correctly, and to write down for future use, many new ones which you will meet. Working out their meaning will also be easier.

We have finished our study of separate words. We now move on to expressions ('structures') containing two or more words, very many of these words being like the ones you have just studied.

In this unit you will learn

- more about masculine and feminine nouns,
- the first basic structure, linking a noun and an adjective,
- the possessive

New Words: المواصلات al-muwāsālāt Communications

1 Essential Vocabulary

أجنبي أجانب	ajnabi ajnāb foreign	راديو	radiyō radio
إصدار	isḍār issue, issuing	رسالة	riṣāla letter
إعلان	iʿlān announcement, notice, advertisement	رسمي	raṣmī official
بلاد بلدان	bilād buldān country	شخصي	shakhṣī personal
تجارة	tijāra trade	صورة صور	ṣūra ṣuwar picture, photograph
تلفزيون	tilivīzyōn television	طويل طوال	ṭawīl ṭiwāl long
جديد جدد	jadīd jedūd new	علاقات	ʿalāqāt relations
جميل	jamil beautiful	قصير قصار	qasīr qisār short
حكومة	hukūma government	ممتاز	muṭtāz excellent

Reference Vocabulary

بريد	barīd mail	لغة	luġha language
تقديم	taqdīm presentation	مجتهد	mujtahid hardworking
جوي	jawwī air (adjective)	مجلة	majalla magazine
حديث حديث	hadīth ḥidāth modern	محلي	mahallī local
خطاب	khuṭāb akḥṭāb speech	مراسل	murāsāl correspondents
زميل زملاء	zamīl zumalā' colleague (m.)	معرض معارض	maʿrīḍ maʿāriḍ exhibition
صحافة	ṣiḥāfa press	مقالة	maqāla (press) article
صحفي	ṣuḥufī journalist	ملون	mulawwan coloured
صحيفة صحف	ṣaḥīfa ṣuḥuf newspaper	مندوب	mandūb delegate
قراءة	qirā'a (act of) reading	مؤتمر	mu'tamar conference
		نص نص	naṣṣ naṣṣ text

* If you take to speaking your Arabic (and why not?) use the popular spoken word for 'newspaper', *جريدة جرائد* *jarida jarā'id*. The word *صحيفة* is used only in writing.

Basic Structures, 1: The Description

2 Write these two words

إعلان *ithān announcement*

هام *hām important*

إعلان is a *noun*. هام is an *adjective* (Look back to Unit 4, paragraph 4 for these terms, if you need to.) Now write the two words together, *noun first*. We get the expression

إعلان هام *an important announcement*

This type of expression is our first basic structure, which we can call a *description*. It is very common, and in any Arab town you will see examples all around you in advertisements, notices and the like.

You will remember that Arabic has no word for *a* or *an*. Note also that, in contrast to the English, the Arabic adjective *follows* the noun.

Now *read and write* a few more descriptions (remember that relatives - Unit 4 - can be used as adjectives):

كاتب لبناني *a Lebanese writer*

خطاب طويل *khutab (awil) a long speech*

مقرّر مشغول *(muqarrir) a busy reporter*

إعلان عام *a public notice*

صحفي مصري *(sulḥī) an Egyptian journalist*

Now *read and write* an Egyptian (woman) journalist. Watch what happens to the adjective:

صحفية مصرية *an Egyptian journalist*

The adjective assumes the feminine form too; it is said to *agree* with the feminine noun. *Read and write* an Egyptian newspaper.

صحيفة مصرية صحيفه مصريه (sahifa)

In English, we generally apply the concept of masculine or feminine only to nouns denoting people or higher animals (one possible exception being *she* for a ship or a boat); we regard other nouns as *it* or *neuter*. Arabic has no neuter; *all* nouns, including those for things, places and ideas are either masculine or feminine (صحيفة, shown above, is feminine). For our purposes, the rules for Arabic nouns are simple:

- nouns for male people and male animals are masculine, nouns for female people and female animals are feminine,
- nouns ending in *ī* denoting things, places and ideas are feminine; nouns (with any ending) denoting towns, and most countries, are also feminine. Other nouns for things, places and ideas are masculine.

(There is a handful of exceptions, none important enough to concern us.)

Do this in mind, read and write this series of feminine descriptions

صحيفة مشغولة صحيفه مشغوله a busy newswoman

رسالة رسمية رسالة رسمية risāla rasmiya an official letter

صورة جميلة صورة جميلة ṣura jamila a beautiful picture

صحيفة عربية صحيفه عربيه an Arabic newspaper

The examples given so far have been indefinite. How do we make a definite description? Given that we make the adjective agree with the noun in gender (m. or f.), it is logical that we make it agree in *definition* too, i.e. indefinite adjective for an indefinite noun, definite adjective for a definite noun. We do just that. Read and write:

الكاتب اللبناني الكاتب اللبناني the Lebanese writer (m.)

المقرّر المشغول المقرّر المشغول the busy reporter (m.)

النصّ الطويل النصّ الطويل (an-nass) the long text (m.)

الصحافة الغربية الصحافة الغربية as-sahafa l-gharbiya*
the western press (f.)

الرسالة الطويلة *ar-risāla l-tawīla**
the long letter (f.)
المجلة الجديدة *al-majalla l-jadīda**
the new magazine (f.)

We apply to adjectives the same rules for adding the article **الـ** (assimilation to sun letters etc., Units 2 and 3) as for nouns.

* Remember that the 'weak' **ا-** of the article is dropped after a vowel. It is easiest to pronounce the vowelless article as part of the preceding word: *as-sihāfa l-gharbīya* (etc.)

A proper name (*Egypt, Ahmad*) is always definite, even if it has no article. So a description with a proper name has a definite adjective, just like *Alexander the Great* or *Ivan the Terrible* in English. Read and write

مصر الحديثة *al-hadītha* modern Egypt (f.)

Exercise 1 Make as many meaningful descriptions as possible, using a noun from list (a) and an adjective (making it agree) from list (b). Read and translate your descriptions.

(a) الإعلان، صحيفة، بلاد، الصورة، رسالة
(b) هام، مفيد، شخصي، طويل، محلي، جميل

Exercise 2 Read and translate these newspaper headings. Which descriptions are masculine, and which feminine? Definite or indefinite?



The answers to these exercises follow paragraph 5 below

So far all the descriptions have been singular. Descriptions can also be dual (though by their nature these are rare). The adjective agrees with its dual in the same manner as the noun. The description can be indefinite or definite. *Read and write:*

مقررين غربيين مقررين غربيين } two western
مقرران غربيان مقرران غربيان } reporters (m.)
الرسالتان الرسميتان ar-risālatayn
ar-rasmiyatayn both (the) official letters (f.)
(also الرسالتان الرسميتان ar-risālatān ar-rasmiyatān)

4 As you would expect, plural descriptions, both indefinite and definite, also exist. They occur very frequently.

As a plural description, the noun forms its plural in one of the three ways we have studied in Unit 7 (feminine regular, masculine regular, and the irregular forms).

But the adjective forms its plural in one of these three ways *only when it describes people*. We call this the *animate plural form*.

When the adjective describes any other plural noun (animals, things, places, ideas) it always has the same form as the *feminine singular* irrespective of whether the noun is masculine or feminine. We call this the *inanimate plural form*.

This is a most important rule and you will see it in action countless times.

Inanimate Plural Rule: An adjective describing a plural noun which denotes anything other than people is put into the inanimate plural form, which is always the same as the feminine singular.

Read and write these plural descriptions; note the form of the adjective in each case (an. = animate, inan. = inanimate):

زملاء ممتازين (an.) zumalā' muntāzīn (-ūn)

زميلات ممتازات zamilāt muntāzāt
excellent colleagues (f. an. pl.)

اقتراحات ممتازة *qitrāḥāt muṣṭāza*
excellent proposals (inan. pl.)
 مقالات ممتازة *maqālāt muṣṭāza*
excellent articles (inan. pl.)

Remember that the choice between animate pl. and inanimate pl. (= f sing.) forms arises only for the *adjective*, not the *noun*. And then only for the *plural*, not the singular or the dual.

Here are more plural descriptions, of various kinds, including a mixture of definite and indefinite (but remember that, since Arabic uses the article for any noun used to cover a whole category in general, you may not always want to express the article in English). Spot the animate plural and inanimate plural adjectives too. Read and write:

بلدان غربية	بلدان غربية	(bulḍān)	western countries
صور ملونة	صور ملونة	ṣuwar mulawwana	colour(ed) photographs
ممثلين أجانب	ممثلين أجانب	(aǧnāb)	foreign representatives
الصحف الأجنبية	الصحف الأجنبية	as-ṣuḥuf al-'aǧnabiya	(the) foreign newspapers
الكمبيوترات اليابانية	الكمبيوترات اليابانية		(the) Japanese computers
مندوبين يابانيين	مندوبين يابانيين	(mandūbin)	Japanese delegates
إعلانات حكومية	إعلانات حكومية		government announcements
زميلات مجتهدات	زميلات مجتهدات	(muǧtahidāt)	hard-working colleagues (f)

Possessive

5 In English the so-called *possessive* (more correctly, *possessive adjective*) is a word, *my, your, his, her, its, our, your, their*. In Arabic it is an ending added to the word denoting what is possessed. Write *colleague* in Arabic, indefinite masculine form:

زميل زميل

Now add the ending **سي** -i and you get *my colleague (m.)*

زميلي زميلي *zamiī*

The *mal* ā on the possessed noun changes to **ت** (since *ā* can stand only at the end of a word) before the possessive ending is added. Write *my car*

سيّارتي سيّارتي *sayyāratī*

These are the possessive endings for all the persons we need, including **هم** which we have just studied.

سي .. -i	my	نا .. -na	our
اك .. -ak	your (m.)	كم .. -kum	your (pl.)
ك .. -ik	your (f.)		
ه .. -hu	his, its (m.)	هم .. -hum	their (animate pl.)
ها .. -ha	her, its (f.), their (inanimate pl.)		

These are all added to the indefinite noun in the same way as **سي** and write.

تقرير	تقرير	taqrīrī	my report
مشكلتي	مشكلتي	mushkilatī	my problem
اقتراحك	اقتراحك	iqtirāḥak, ik	your proposal
لجنتك	لجنتك	lajnatak, ik	your committee
مكتبه	مكتبه	maktabu	his office
صورته	صورته	ṣūratu	his, its picture
اسمها	اسمها	ismhā	her, its, their (inan.) name
احتجاجنا	احتجاجنا	ihṭijājna	our objection
مجلتنا	مجلتنا	majallatna	our magazine
وصولكم	وصولكم	wasūlukum	your (pl.) arrival

زيارتكم	زيارتكم	ziyāratukum	your (pl.) visit
إعلانهم	إعلانهم	ʾiʿlānukum	their advertisement
طائرتهم	طائرتهم	ṭaʾīrathum	their aeroplane

Certain things need explaining:

- The possessive *you* shown above has three forms: one used when the 'possessor' is a male person, one used when the possessor is a female person, and one used when the possessors constitute a group
- We use the possessive *-u* or *-hu* when the possessor would be expressed with a masculine noun, we have to translate with *his* or *its* as appropriate
- We use the possessive *-ha* when the possessor would be expressed with a feminine noun, or a plural noun not denoting people (this is the inanimate plural again); we have to translate with *her*, *its* or *their* as appropriate
- We use the possessive *-hum* *their* only when the possessors are people, i.e. animate.
- No dual? Yes, there are dual possessives (= *of you both*, *of them both*), but they are so rarely used that we need not learn them, and they have been left out of this table

When a noun has a possessive ending attached, it logically becomes definite. So any accompanying adjective has the article. Read and write:

مكتبي الجديد	مكتبي الجديد	maktabī l-jadīd	my new office
لزيارتك الرسمية	لزيارتك الرسمية	li-ziyāratāk ar-rasmiyya	for your official visit
منظمتها الصغيرة	منظمتها الصغيرة	munazzamatu ṣ-ṣaghira	his small organisation
إنتاجهم الصناعي	إنتاجهم الصناعي	intāǧhum as-sināʾī	their industrial production

We can also add these possessives to a noun with the regular plural noun ending *ات*..., or to an irregular plural. Read and write:

معلوماتهم المفيدة *maʿlūmātuhum al-mufida* their useful information
مشاكلنا الفنية *mashākilna l-fanniya* our technical problems

Adding a possessive to a noun with the dual ending, or with the regular plurals *-īn/-ūn/-un*, involves various changes which are frankly not worth our trouble, since these forms are very rarely found with possessives. We can ignore them.

Exercise 3 Who placed advertisement (a)? And what is the firm which placed advertisement (b) looking for? (Read only the big print!)



Exercise 4 Read and translate the following descriptions

- (a) صورة ملونة *ṣūra mulwana* (b) للمقررين الأجانب *lil-muqarrirīn al-ajānib* (c) منظمتنا الفنية *manẓamatna l-fanniya*
(d) الصحافة المحلية والوطنية *ṣaḥāfa l-mahalliyya wal-waṭniyya* (e) مكتبك الجديد *maktabak al-jadīd*

The answers to these exercises are given immediately below

Answers to Exercises

Exercise 1

الإعلان الهامّ المفيد الشخصي الطويل المحلي الجميل *al-ʿiḡlān al-hāmm al-mufid al-shakhsī al-tawīl al-mahallī al-jamīl*

important useful personal long local, beautiful announcement

الصحيفة هامة مفيدة محلية *ṣaḥīfa hāmma mufida mahallīya*

important, a useful, local newspaper

بلاد هامة جميلة *bilād hāmma jamīla*

an important, a beautiful country

الصورة الهامة المفيدة الشخصية *ṣūra l-hāmma l-mufida l-shakhsīya*

the important useful, personal

صورة جميلة *ṣūra jamīla*

a beautiful picture/photograph

رسالة هامة / مفيدة / شخصية / طويلة / جميلة
 risāla hāmma, muḥida, shakhsīya, lawīla, jamīla an important, a useful, private, long beautiful letter

Exercise 2 (a) iḥlān ḥukūmī Governmental Announcement/Notice, indefinite masculine

(b) at-tijāra l-waṭani (The) National Trade, definite feminine

(c) itāliya l-jamīla Beautiful Italy ('Italy the Beautiful'), definite feminine

(d) intikhab hāmm an important election indefinite masculine

Exercise 3 (a) al-khuṭūf al-jawwiya l-waṭaniya (The) National Airlines (Air Lines)

(b) mumaththilū fanniyū Technical Representatives

Exercise 4 (a) suwar mulawwana coloured pictures/photographs

(b) il-l-muqarrirū al-'ajānib for ('the') foreign reporters

(c) munazzamatna l-fanniya our technical organisation

(d) aṣ-ṣibāḥa l-mahalliya wa l-waṭaniya the local and national press

(e) maktabak al-jadīd your new office

Tests

1 Read aloud and translate

- | | |
|-----------------------|------------------------|
| (a) صحافتنا الأسبوعية | (b) احتجاجاتهم الطويلة |
| (c) الزملاء الفنيين | (d) صحف عربية |
| (e) بنك أجنبي | |

2 Put adjective and noun together in a description, changing the adjective as necessary

- | | |
|--------------------|--------------------|
| (a) مدرسة، ابتدائي | (b) المطر، وطني |
| (c) تقاريره، يومي | (d) لرواينا، أجنبي |
| (e) انتخابات، عام | |

3 Make these descriptions plural

- | | |
|-----------------|-----------------------|
| (a) رسالة طويلة | (b) التقرير الفني |
| (c) ممثل أجنبي | (d) الطائرة الأميركية |
| (e) خط جوي | |

Review

An important step. Once you have mastered this unit, you have broken through the barrier separating single words from meaningful expressions. And you have done your first manipulations in the language.

The words are hard, and there are too many to remember at a first attempt. Concentrate on the essential vocabulary but don't hesitate to look up any word at all if you are uncertain.

In this unit you will learn

- the personal pronouns,
- the second basic structure, making simple statements

New Words: العمل al-ʿamal Work

1 Essential Vocabulary

تاجر تجار tājir tujjār trader	مأمور ma'mūr public official
خبير خبراء khabir khubarā' expert	مدني madanī civil, urban
دولي duwālī international	مشهور mashhūr famous
صعب ʿaṣīb ʿiṣāb difficult	مهندس muhandis engineer
طبيب أطباء ṭabīb aṭibhā' doctor	موجود मौजूد moujūd present (not absent)
عالمي ʿālamī world(wide)	موظف muwazzaf employee
غائب ghā'ib absent	وكالة wikāla agency

Reference Vocabulary

أجر أجور ajr ujūr wage	ممرضة ممرضات mumarrid(a) nurse
بطالة baṭāla unemployment	هندسة handasa engineering
راتب رواتب rātib rawātīb salary	واضح wāḍiḥ clear
سمسار سماسير simsar samāsir broker	وظيفة وظائف wazīfa
شغل أشغال shuḡl ashḡāl work, job	wazā'if job, post
عمل أعمال ʿamal aṣmāl work, labour	وكيل وكيل wakiil
معقول maʿqūl reasonable	wukalā' agents
مقبول maqbūl acceptable	

Personal pronouns

2 In previous units we have seen most of the personal pronouns (I, you, he' etc) It may be helpful to have them clearly set out, with ones we haven't seen so far Write them out

أنا ana I	نحن nahnu we
أنت anta you (m.)	أنتم antum you (pl.)
أنت anti you (f.)	
هو huwa he, it (m.)	هم hum they (people)
هي hiya she, it, (f.), they (other than people, i.e. maminate pl.)	

These pronouns correspond exactly to the possessives given in Unit 9, paragraph 5. The notes given there apply here as well.

Basic Structures, 2: The Equation

3 You probably didn't realise that you can already read and write whole sentences in Arabic. Well, you can. *Read and write* these ones.

هو مسؤول. (mas'ul) *He is responsible*

هو مهندس. (muhandis) *He is an engineer*

زميله مسؤول. (zamilu) *His colleague is responsible*

زميله طبيب. *His colleague is a doctor*

زميله صحفي مصري. *His colleague is an Egyptian journalist*

It is as simple as that. Whereas in English we need a verb form 'is' for each sentence, Arabic needs nothing beyond the two parts of the statement. These Arabic sentences are complete and correct.

English uses this verbless structure also, but only in newspaper headlines and the like: "Dollar Devalued", "Chairman Dismissed" ("Farmers Furious")

We can call this structure an *equation*, because, like a mathematical equation such as $x = 2$, both parts are regarded as equal to each other. The equation is the second of the three basic structures which we study.

We can use any pronoun in the first part of the equation.

Read and write:

أنا مسؤول. *I am responsible*

هي مسؤولة. She is responsible
 هي طبيبة مشهورة. (mashhūra)
 هي مسؤولة. هي طبيبة مشهورة. She is a famous doctor

Equation Rule: In a simple statement, Arabic does not use any verb form corresponding to the English 'am, is, are'. The verb is simply omitted.

You will notice that the second part has to agree with the first part. Also, we can of course have a noun instead of a pronoun. For both, we observe the *inanimate plural rule* (Unit 9, paragraph 4) throughout. *Read and write*, with an eye on the inanimate plural:

المشكلة صعبة. (sa9ha) The problem is difficult. (feminine singular)
 المشاكل صعبة. The problems are difficult. (inanimate plural)
 الاقتراحات طويلة. (al-iqtirāhāt) The proposals are long
 هي طويلة. hiya ṭawīla. They (the proposals) are long

When we have to use a masculine regular plural ending in an equation, it takes the form *...ون* (-ūn (not ...ين) (-in); when we use a dual, it takes the form *...ان* (-ān (not ...ين) (-ayn). *Read and write*:

المفتشون مسؤولون. The inspectors are responsible
 المفتشان مسؤولان. Both inspectors are responsible
 نحن مسرورون. (masrūrūn) We are pleased

Exercise 1 Make as many meaningful equations as possible, taking your first part from list (a) and your second part from list (b). The words must be used as they are; don't change their form:

- (a) اقتراحاتنا، هي، الرئيس، المندوبون، الصحفي
 (b) موجودون، مقبولة، موجود، واضحة، عراقي

Exercise 2 Translate into Arabic and read your answer aloud.

- a. *The engineer is Lebanese.* (b) *They are Italians.*
The minister is absent. (d) *The doctor is German.*
 e. *She is a foreign doctor*

The answers to these exercises follow paragraph 4 below.

We have said that the second part of the equation must agree with the first part. This is only partly true. Look back at the equations quoted so far, especially the ones beginning with a noun. Can you see any way in which the second part does *not* agree with the first part?

There is a clue. *Read and write* this expression, which bears some resemblance to one of the equations we have already written.

المشكلة الصعبة al-mushkila s-sa9ba

We see the difference. What we have here is not an equation at all, but a description (Unit 9): *the difficult problem*. In a description the adjective agrees with the noun in every possible way including definite/definite. The equations we have written earlier in this paragraph have a definite first part but an *indefinite* second part.

We can have equations with a definite second part. But they almost always have a pronoun in the first part. *Read and write*.

هو الرئيس. هو الرئيس. (ar-ra'is) *He is the chairman.*

هم الخبراء. هم الخبراء. *They are the experts*

If the meaning of the equation demands a noun in the first part, then we use the noun but we re-state it with its corresponding pronoun.

Read and write:

العراقي هو الرئيس. العراقي هو الرئيس. *The Iraqi ('he') is the chairman.*
 زملائي هم الخبراء. زملائي هم الخبراء. *My colleagues ('they') are the experts*

Using the pronoun makes it impossible to read the expression as a description. It must be an equation. But such equations are

comparatively rare. Equations of the type we have studied earlier in the paragraph, with an *indefinite* second part, are much more common.

4 Equations with descriptions

Either part of an equation can itself be a description. As long as the relationship between the two parts is respected, the equation is still correct. Look back at the fifth and eighth examples in paragraph 3 above.

زميله صحفي مصري. هي طبيبة مشهورة.

in which the second part consists of a description. We can have the first part as a description, or indeed both parts. If the equation begins to look a little heavy or complicated, the writer may break it up by adding the corresponding pronoun to the first part, showing clearly which part is which. We can always do this, with any equation. *Read and write:*

المهندس المدني موجود. المهندس المدني موجود.
al-muhandis al-madani moujūd.
The civil engineer is present.
المندوب العربي هو مهندس مدني. المندوب العربي هو مهندس مدني.
مدني. The Arab delegate / he /
is a civil engineer

Exercise 3 Read and translate these newspaper headings then answer the questions

<p>(a) المؤتمر الدولي مفتوح</p>	<p>(b) "البوك مسؤولة"</p>
<p>(c) وظيفة هامة وصعبة</p>	<p>(d) الوزير الجديد مريض</p>
<p>(e) لبنان تاجر عالمي</p>	

• Which ones are equations and which are descriptions? Which equations (if any) contain a description?

Exercise 4 Read aloud and translate

- (a) الطبيب الإنجليزي. (b) الاقتراحات مقبولة.
(c) هو خبير فني. (d) مصر كبيرة.
(e) اقتراحنا جديد.

The answers to these exercises are given immediately below

Answers to Exercises

Exercise 1 (a) اقتراحاتنا مقبولة/واضحة. *iqtirahātna maqbūla/wāḍiḥa.*

• *proposals are acceptable/clear*

(b) هي مقبولة/واضحة. *hiya maqbūla/wāḍiḥa.*

• *They are acceptable/clear*

(c) الرئيس موجود/عراقي. *ar-ra'īs moujūd/ʿirāqī.*

• *Chairman is present /Iraqi.*

(d) المندوبون موجودون. *al-mandūbūn moujūdūn*

• *delegates are present.*

(e) الصحفي موجود/عراقي. *as-ṣuḥufī moujūd/ʿirāqī*

• *journalist is present /Iraqi*

Exercise 2 (a) المهندس اللبناني. *al-muhandis lubnānī*

• (c) الوزير غائب. *al-wazīr ghāʾib.*

• (d) الطبيب الألماني. *aṭ-ṭabīb almanī.*

• هي طبيبة أجنبية. *hiya ṭabība ajnabīya.*

Exercise 3 (a) *al-mu'tamar ad-duwālī maftūḥ. The international conference is open.* Equation with a definite description as first part

• *al-bunūk mas'ūla. The banks are responsible.* Equation.

• *wazīfa hāmīna wa-ʿaṣṣba. An important and difficult job.* Not an equation but an indefinite description.

• *al-wazīr al-jadīd marīḍ. The new minister is ill.* Equation with a definite description as first part.

• *Libnān tājir ʿālamī. Lebanon is a world trader.* Equation with an indefinite description as second part.

Exercise 4 (a) at-ṭabīb ingilīzī. *The doctor is British/English.*

(b) al-iqtirāḥat maʿqūla. *The proposals are reasonable.*

(c) huwa khabīr fannī. *He is a technical expert.*

(d) miṣr kabīra. *Egypt is big.*

(e) iqtirāḥna jadīd. *Our proposal is new.*

Tests

1 Read aloud and translate

(a) وظيفته صعبة. (b) المؤتمر التجاري هام.

(c) الوزراء موجودون. (d) الصورة جميلة.

(e) الصورة الجميلة

2 Put the words together in an equation, making any necessary changes. Read aloud your answer and translate it:

(a) موظفون؛ مسرور. (b) مطارنا، دولي؛ هام.

(c) هو؛ تاجر، دولي. (d) النص؛ واضح، ومقبول.

(e) مأمورا؛ مشغول.

3 Fill in the missing letter. Read aloud and translate the word.

(a) و...يفة (b) م...طف (c) م...دوب

(d) غا...ب (e) الخـ...اء

Review

With an understanding of *descriptions* studied in the last unit and *equations* studied in this unit, you have made a serious step towards being able to read and understand the headings of many notices and announcements, and many newspaper headlines. There remains a third basic structure, also related to these two. But before we tackle that one, we should arm ourselves with some important prepositions (*to from, in, with* and the like), which come in the next unit.

■ this unit you will learn

- important prepositions,
- the command form of the verb,
- a form of equation often used in signs.

Words: البلد al-balad Town

Essential Vocabulary Prepositions

إلى ila to	في fi in
ب bi- with, by, in	قبل qabl before
بعد ba'd after	ل li- to, for, of
على 'ala on	مع ma' with
عن 'an from, about	من min from

Essential Vocabulary - Other words

إشارة ishāra sign	مرور murūr(also.)
إيقاف iqa'f parking	passing, turning
بلد balad balad town	مفرق mafraq mafāriq
بوليس ballis police	crossroad
تدخين tadkhīn smoking	منوع mamnū' prohibited
توقيف touqif parking	ميدان maydān mayādin
حد hudūd limit	square
سرعة sar'fa speed	نقل naql transport
طريق tarīq turuq road	وقوف waqūf stopping
كراج garāj garage	يسار yasar left(-hand)
كيلومتر kilōmītr kilometre	يمين yamīn right(hand)
مدينة madīna mudun city	

Reference Vocabulary Prepositions

أمام amām in front of	خلال khilāl during
تحت taht below, under	داخل dākhil inside
حسب ḥasab according to	دون/بدون dān, bidān without
خارج khārij outside	ضد dīdā against

غير <i>ghayr</i> apart from	ك\مثل <i>ka-, mithl</i> like, as
فوق <i>fawq</i> above, over	وراء <i>warā'</i> behind, beyond

Reference Vocabulary - Other words

برلمان <i>bartamān</i> parliament	قصر قصور <i>qasr qusūr</i> palace
بلدية <i>baladiya</i> town hall	قنصلية <i>qunṣuliya</i> consulate
جامعة <i>jāmi'ah</i> university	مجلس مجالس <i>majlis majālis</i> council
شرطي <i>shurṭī</i> policeman	مركز مراكز <i>markaz marākiz</i> centre
عاصمة عواصم <i>ḡasima ḡawāsim</i> capital city	

2 Prepositions

A preposition is a word connecting a noun or pronoun with the rest of the sentence. Examples in English are *in, with, from*. In the essential and reference vocabularies given above the prepositions are shown separately because of their importance.

In Arabic the preposition precedes its noun, as it does in English. *Read and write:*

بعد سنة <i>ba'd sana</i> after a year
ضد الحكومة <i>(didd)</i> against the government
حسب الخبراء <i>(hasab)</i> according to the experts
داخل البلاد <i>(dākhl)</i> inside the country

fi shortens its vowel, becoming *i* in pronunciation before an arbab. The spelling is unchanged. *Read and write*, comparing the sounds:

في بنك <i>fi bank</i> in a bank (long i)
في البنك <i>fi l-bank</i> in the bank (short i)

When we want to combine a preposition with a *pronoun*, we add the pronoun as an ending, using the same endings as the possessives (Unit 4 paragraph 5). The meanings then become *me, you, him* etc. We can add the pronoun endings to the prepositions which end in a consonant (including hamza) without further ado. *Read and write:*

أمامه أمامه amāma in front of him معي maʿi with me

The prepositions ending in a vowel, long or short, are unfortunately not so simple. Details are given below. Don't try to learn the following details at one stroke. Use them for reference until at least some become familiar. Some of the explanation concerns only pronunciation anyway which is not our main target.

- إلى ʾilā and على ʿalay change to إلی ʾilay- and علی ʿalay- before adding a pronoun. *Read and write*

إليها ʾilayha to her, it, them (inanimate pl)

علينا ʿalayna up to us ('on us')

You have certainly heard of the classic greeting **السلام عليكم** as-salām ʿalaykum *Peace (be) upon you*. Thinking of this might help you to remember how these two prepositions change before a pronoun

- لي li- (you will recall that one-letter words are written together with the next word) becomes لي ʾilay for 'for me', but changes to لا- before any other pronoun. *Read and write*

لهم ʾilayhim for them له ʾilayhi for him, it

- After إلى ʾilay- and على ʿalay- (see above), the pronoun ending ... is pronounced -hi, and ... is pronounced -him. The spelling is unchanged. *Read and write*

إليهم ʾilayhim to them به bihi with him/it, in him/it

2. Prepositions in Equations

- ١- can use a phrase consisting of preposition + noun, or preposition + pronoun, as either part of an equation, without further formality

Read and write:

هو ضد الاقتراح. هو ضد الاقتراح He is against the proposal

الطبيب في البلد. الطبيب في البلد The doctor is in ('the') town.

المروء إلى اليسار ممنوع. المرور إلى اليسار ممنوع.
al-murur ila l-yasār mamnūʿ.

NO LEFT TURN ('Turning left prohibited')

* No 'helping' pronoun (Unit 10, paragraph 3) is needed here. The preposition makes the equation clear and unmistakable.

4 Translating prepositions

Arabic phrases do not always have the preposition which exactly corresponds to the English, be prepared for different ones. Here are two examples out of many. *Read and write:*

مسؤول عن مسئول (ʿan) responsible for

ممنون من ممنون (min) grateful for

5 Command Form

You may see a notice or instruction like one of these. *Read and write:*

اشرب فانتا اشرب fanta Drink Fanta

اقفل الباب اقفل الباب (iqf) Shut the Door

اركب/انزل هنا اركب/انزل هنا Irkab/Inzil huna Get on/off here

افتح بانتباه افتح بانتباه iftah bi-ntibāh Open carefully

انظر ... انظر ... anẓur See

اطلب ... اطلب ... aṭlub Ask for

These are verbs, in the command form. They can often be recognised by two characteristics: they stand at the beginning of the expression as in English; and they begin with alif, which is pronounced i-, u- or a- depending on the verb.

Unfortunately not all commands take this easily recognisable form. In Unit 3 we had **تأهّل** tamahhal SLOW DOWN, and in Unit 6 **قف** qaf STOP. These important notices are also in the command form.

All the forms shown here are masculine, which is the form generally used.

you may occasionally see the plural form (as if addressing a group), which adds *وا* pronounced *-ā* (the *alif* is silent):

اشربوا *ishrabū* Drink; ... *اطلبوا* *utlubū* Ask for ... (etc.)

These forms are used in advertisements, or when an authoritative tone (police, road signs, warnings of danger etc.) is needed. A more polite form, similar to our *Please ...* takes the following guise. *Read and write:*

الرجاء الانتظار هنا. *ar-raja' al-intizar huna. Please Wait Here.*

You will note that the verbal noun, in this case *انتظار* *waiting*, is definite in this expression.

Please do not ... is written using the noun *عدم* *ʿadam* lack of, followed by a definite verbal noun. *Read and write:*

الرجاء عدم التدخين. *ar-raja' ʿadam at-tadkhin. Please do not Smoke.*

6 Signs and Notices

In many road signs and similar short messages and warnings, an equation is used in reverse order, for effect. This happens, for example, with the essential word *ممنوع* *mannuʿ* PROHIBITED. In an ordinary text, the sentence *Entry is prohibited* would be

الدخول ممنوع. *ad-dukhul mannuʿ.*

This is the normal word-order for an equation, as you have learned. But often the same sentence in a sign will read

ممنوع الدخول *NO ENTRY ('Entry prohibited')*

for special effect. Don't be surprised when you see this. It is simply an equation with its parts in reverse order.

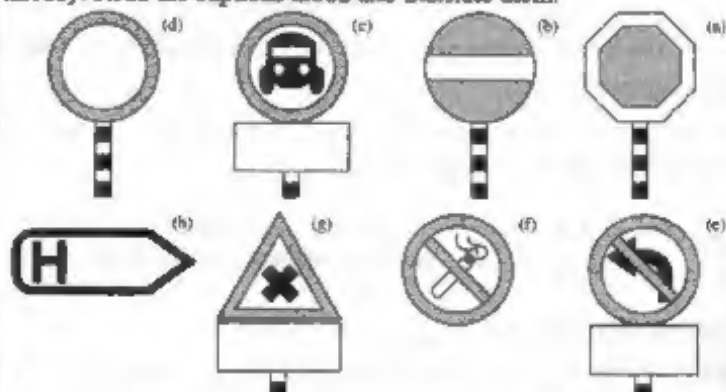
Not all Arab countries use the same words for everything, so don't be confused if you find unfamiliar words on traffic and other signs. The words given in this book are very widely used.

Exercise 1 Read and translate these equations:

- (a) الاسم فوق الإعلان.
 (b) المفرق خارج البلد.
 (c) مكتبي أمام المستشفى.
 (d) الكراج على يمينك.
 (e) البلدية ورائنا.

Exercise 2 Write equations with the opposite meaning of those shown in Exercise 2. Read your answers aloud.

Exercise 3 Fit the captions to the signs, one of which we know already. Read the captions aloud and translate them:



ممنوع الدخول، قف، ممنوع للمرور، المرور إلى اليسار ممنوع،
 ممنوع للسيارات، مستشفى، ممنوع التدخين، مفرق خطر.

The answers to these exercises are given immediately below.

Answers to Exercises

Exercise 1 (a) al-ism fouq al-'iqlān.

The name is above the announcement.

(b) al-mafraq khārij al-balad. The crossroad is outside the town.

(c) maktabi amām al-mustashfa. My office is in front of the hospital.

(d) al-garāj 9ala yamīnak. The garage is on your right.

(e) al-baladiya warā'na. The town hall is behind us.

Exercise 2 (a) al-ism taht al-'iqlān.

(b) al-mafraq dākhil al-balad.

(c) maktabi warā' al-mustashfa.

(d) الكراخ على يسارك. *al-ḡarāj ʕala yasārak.*

(e) البلدية أمامنا. *al-baladīya amāmanā.*

Exercise 3 (a) قف *qif STOP*

(b) ممنوع الدخول *mannūʔ ad-dukhūl NO ENTRY*

(c) ممنوع للسيارات *mannūʔ li-s-sayyārāt VEHICLES PROHIBITED*

(d) ممنوع للمرور *mannūʔ li-l-murūr TRAFFIC PROHIBITED*

(e) ممنوع إلى اليسار المرور *al-murūr ila l-yasār mannūʔ NO LEFT TURN*

(f) ممنوع التدخين *mannūʔ at-tadhkhīm NO SMOKING*

(g) مفرق خطر *mafraḡ khaṭir DANGEROUS CROSSROAD*

(h) مستشفى *mustashfa HOSPITAL*

Tests

1 Read aloud and translate:

- (a) ممنوع الانتظار (b) في البلد (c) في البلاد
(d) أشغال على الطريق (e) المرور إلى اليمين

• two possible meanings

2 Make the adjective agree with the noun or pronoun in a description:

- (a) سيارات (جديد)
(b) أشغال (هأم)
(c) الشرطة (محلي)
(d) مستشفيات (كبير)
(e) مشاكل (فني)

3 Which of these are descriptions, and which are equations? (All full stops have been omitted, not to make things too easy.) Read everything aloud and translate it:

- (a) المأمور المسؤول
(b) المأمورون هم المسؤولون
(c) البلاد جميل
(d) زميلي في المستشفى
(e) زميلي المريض

Review

Prepositions are useful because of their function in linking words, opening up phrases which otherwise might be a problem. They are so common that they are not only worth learning; they stick in the mind more easily than many other words. And they fit into the equation structure which is at the heart of many headlines and announcements.

We go on now to our third and last basic structure.